

SKOKIE SCHOOL DISTRICT 68

AND

DISTRICT 68 EDUCATION ASSOCIATION

PROFESSIONAL NEGOTIATIONS AGREEMENT

2003-2007

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ARTICLE I - RECOGNITION

1.1 General

The Board of Education recognizes the District 68 Education Association as the sole representative for certificated teachers of the District.

1.2 Scope

The parties shall negotiate wages, hours and other terms and conditions of employment.

ARTICLE II - PURPOSE

The broad purposes of this Agreement are to promote the welfare of the professional staff with respect to salary, benefits and conditions of employment through harmonious, collaborative and constructive relationships between the Board and the Association. To that end, the Board and the Association shall endeavor to maintain a positive, effective and communicative working relationship.

ARTICLE III - BARGAINING

3.1 Association Team

The President of the Association shall appoint members of the bargaining team. Those members shall represent each attendance center. The President of the Association shall be a member of the Association bargaining team. The bargaining team will be no less than five and no more than ten members.

3.2 Board Team

The Board shall appoint its bargaining team not to exceed ten members.

3.3 Consultants

Consultants may be invited to present information or views for consideration.

3.4 Meetings of Bargaining Teams

Negotiations between the Association and the Board will begin no later than March of the year in which the contract expires. Meeting dates and agenda shall be determined by the bargaining teams.

3.5 Mediation

If in the course of good faith negotiations, there is no reasonable expectation of reaching an agreement, either party may request in writing to the other that the parties mutually agree to the appointment of a mediator by the Federal Mediation and Conciliation Service (FMCS), as an alternative to the appointment of a mediator through the Illinois Educational Labor Relations Board.

3.6 Completion of Negotiations

Upon the completion of negotiations between the respective negotiations teams, the Agreement shall be reduced to writing and shall be submitted first to the members of the Association and then to the Board for ratification.

ARTICLE IV - GRIEVANCE PROCEDURE

4.1 Definition

A grievance shall mean a complaint by the Association, teacher or group of teachers that there has been an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.

4.2 Statement of Basic Principles

1. Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures, with or without representation. Nothing contained in this Article or elsewhere in this Agreement shall be construed to prevent any individual from discussing a problem with the administration and having it adjusted without intervention or representation of Association representatives.
2. A teacher who participates in these grievance procedures shall not be subjected to discipline or reprisal because of such participation.
3. The failure of a teacher or the Association to act on any grievance within the prescribed time limits will act as a bar to filing or to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
4. Any teacher has a right to be represented in the grievance procedure. The teacher shall be present at any grievance discussion when the administration and/or the Association deems it necessary.
5. All time limits shall consist of school days; however, during summer recess, time limits shall consist of days when the central administrative office is open to the public for business.

4.3 Procedures

1. **First Step:** An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her immediate superior.
2. **Second Step:** If grievance cannot be resolved informally, grievant(s) shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the principal. The written grievance must state the nature of the grievance, note the specific clause or clauses of the Agreement allegedly violated, and state the remedy requested. Any grievance filed by the Association or a group of teachers must

specifically state by name each teacher included within the grievance, the nature of the grievance and the remedy sought for each such teacher at the Step 3 meeting.

The filing of the grievance at the second step must be within twenty-five (25) days from the date of the occurrence of the event giving rise to the grievance, except for grievances pertaining to payroll which must be filed within thirty-five (35) days of the receipt of the initial paycheck involved in the grievance. The principal or other administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the teacher(s) and the Superintendent within ten (10) days of the second step meeting, with a summary of reasons for the decision.

3. Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the grievant(s) shall file, within ten (10) days of the principal's written decision or answer at the second step, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the principal and the Superintendent or designee, shall meet to resolve the grievance. The Superintendent, or designee, shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the grievant(s), the principal, and the Association, with a summary of reasons for the decision.
4. Fourth Step: If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, within thirty (30) days from receipt of the Step 3 answer, a demand for arbitration to the American Arbitration Association (AAA), which shall act as the administrator of the proceedings unless the parties can mutually agree on another arbitrator. The parties shall operate under the Voluntary Rules of the AAA unless they both agree to the expedited rules. The decision of the Arbitrator shall be binding on the parties. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of the Agreement. Expenses for the Arbitrator's services shall be borne equally by the District and the Association.

ARTICLE V - TEACHER AND ASSOCIATION RIGHTS

5.1 Teacher Protections

A. Review and Release of Personnel Files

A teacher may request, in writing, permission to inspect his/her personnel file for such non-confidential content as the teacher's application for employment, academic transcripts, pertinent payroll information, work history, performance evaluations, and correspondence with the teacher and related items. A separate file is to contain items such as confidential recommendations not available for review and reports of health examinations.

The review shall be held within seven working days of the request at the District office with the personnel officer or designee present. Copies, if requested, are to be furnished at a cost of \$.15 per page.

A teacher involved in a current grievance against the District may designate, in writing, a representative to inspect those personnel records having a bearing on the resolution of the grievance, under the same inspection rights and procedures as for teachers.

Upon written request to the Superintendent, each teacher shall be granted an appointment for the purpose of reviewing the contents of his/her own personnel file, except for confidential documents excluded by law and college placement credentials, which include evaluations and letters of recommendation. A representative of the Association may, at the teacher's request, accompany the teacher in this review. Any material of a disciplinary or evaluative nature placed in a teacher's personnel file shall be provided to the teacher within five (5) calendar days of such placement. Within thirty (30) calendar days after receiving any material placed in a teacher's personnel file, the teacher shall have the right to file a written response and have such response placed in his/her personnel file.

Any documents pertaining to a grievance filed by a teacher shall be placed in a separate file, not in the teacher's personnel file.

B. Professional Treatment

Teachers, administrators and Board members recognize the importance of treating each other with professionalism, dignity and respect.

C. Teacher Suspension or Discipline

No teacher shall be given a written reprimand or suspended without first having received notice of the basis for the reprimand or suspension, a reasonable amount of time to prepare a response and an opportunity to respond, with assistance from the Association if requested by the teacher. A suspension without pay must be for just

cause. This section does not apply to the suspension of a tenured teacher as part of a dismissal initiated under the applicable tenured teacher dismissal provisions of the Illinois School Code nor does it limit the temporary reassignment of a teacher while a potential disciplinary matter is under investigation.

D. Disciplinary Action

If disciplinary action is to be taken against a teacher as a result of a complaint by a student and/or parent, the affected teacher shall be notified of the complaint and must be given the right to respond to the complaint prior to such action being taken, unless the safety and health of the students or other persons are in jeopardy. When any teacher is required to appear before the Board or any Board committee or Board member concerning any matter which could adversely affect the continuation of that teacher's employment or salary, the teacher shall, reasonably in advance of the meeting, be given written notice of the reasons for the meeting, and shall be entitled to have a representative of the Association present to advise and represent him/her during the meeting.

E. Notification and Response to Complaint

Teachers shall be advised of any complaint made by any individual to an administrator that requires investigation and subsequent adverse disciplinary action. Before any such action is taken, the administration shall attempt to arrange and participate in a conference with the concerned parties, if desired by the teacher or the complainant. Nothing in this section prohibits the administration from temporarily reassigning a teacher without loss of pay or benefits pending the disposition of any such complaint.

F. Assistance in Cases of Battery or Severe Threat

Any battery or severe verbal or physical threat against a teacher in pursuit of his or her duties shall be promptly reported to the administration. A teacher who is the victim of such a battery or severe threat in appropriately carrying out the teacher's responsibilities shall be assisted by the building principal or the Superintendent in communications and conferences with law enforcement and court officials. Consultation with the Board's legal counsel may also be arranged with the approval of the Superintendent as part of the assistance provided under this section.

G. Non-Tenured Teacher Dismissal

Non-tenured teachers whose contracts are not renewed shall have the right to request a conference with the Superintendent or designee to discuss reasons for non-renewal of contract.

5.2 Equitable Treatment of All Persons

Teachers shall not be restricted from filing complaints under applicable state and federal law pertaining to equal treatment and/or prohibited discrimination.

5.3 Right to Organize

The teachers shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board through representatives of their own choosing in accordance with the Illinois Educational Labor Relations Act. The Board shall not discriminate against any teacher by reason of his/her participation in any such activity.

5.4 Fair Share and Dues Deduction

A. Fair Share

1. During the term of this Agreement, all teachers covered by this Agreement who are not members of the IEA shall, commencing sixty days after their employment or sixty days after the effective date of this Agreement, whichever is later, pay a fair share fee to the IEA for services rendered by the IEA in negotiating and administering this Agreement as the exclusive representative of the teachers covered by this Agreement, provided that such fair share fee shall not exceed the IEA dues (including NEA dues) uniformly required of members of the IEA. Such fair share fees shall be deducted by the Board from the earnings of non-members and remitted to the IEA. The IEA shall annually submit to the Board a list of the teachers covered by this Agreement who are not members of the IEA and an affidavit which specifies the amount of the fair share fee as defined above. The fair share fee collected from non-members shall not be used for contributions related to the election or support of any candidate for political office or for a member-only benefit.
2. The Association agrees to assume full responsibility to insure full compliance with all applicable law, including the requirements laid down by the United States Supreme Court in such cases as *Chicago Teacher's Union vs. Hudson*, 105 U.S. 1066 (1986), with respect to the constitutional rights of fair share fee payers.
3. The Association, the Illinois Education Association and the National Education Association agree to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other form of liability which may arise by reason of any action taken by the Association or the Board in complying with the provisions of this Section, including reimbursement for any legal fees or expenses incurred in connection therewith.
4. Non-members who object to this fair share fee based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee as defined above to a non-religious charitable organization mutually agreed upon by the teacher and the IEA. If the affected non-member and the IEA are unable to

reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board and the payment shall be made to said organization.

B. Dues Deduction

1. The Board shall deduct from the pay of each teacher all current membership dues of the Association and its affiliates, provided that at the time of such deduction the Board has received a current signed authorization card for dues deduction, voluntarily executed by the teacher. Such authorization shall specify the amount of dues to be deducted from each teacher's salary for the current school year. A list of teachers and the amount of dues to be deducted shall be annually certified by the Association and submitted, in writing, to the Board by October 1 along with the current year authorization cards from the teachers.
2. The amount specified will be prorated and deducted from paychecks starting in November and ending in May. A termination of employment for any reason shall constitute revocation of authorization for dues deduction (if not otherwise provided) on the last day of employment.
3. All dues deducted by the Board shall be remitted to the Treasurer of the Association no later than ten (10) days after such deductions are made.

5.5 Use of District Facilities/Equipment

- A. The Association shall have the right to use during non-instructional time faculty mailboxes, internet and local telephone service, computers, printers and copiers for Association business. The Association shall reimburse the Board at a one time yearly rate of \$250.00, payable no later than September 1 of each school year. No such use may interfere with any facet of the school's educational, administrative or extracurricular programs. The telephones, computers, printers and copiers which may be used under this paragraph are those regularly available for teacher use, unless other equipment is approved by the administration. The usage permitted under this paragraph shall be substantially consistent with the Association's past usage.
- B. The Association shall have the right to use school buildings for Association meetings, provided: (1) the building principal is notified two (2) school days before any such meeting; (2) no extra custodial help is necessitated because of such meetings; and (3) such meetings are during non-school hours and do not interfere with any facet of the school's educational, administrative, or extra-curricular programs.

5.6 Access to District Records

The Board shall annually provide the Association, upon request, with regularly prepared public information. This shall include, but not be limited to, the current annual financial report, the annual audit, the tentative budget, the adopted budget, staffing scattergram and pupil enrollment figures by grade and by school. Nothing in this paragraph requires the Board to prepare any information not regularly prepared and made available to the public. The Association shall reimburse the Board at the rate of 15 cents per page for reproduction of any document other than those specifically referenced in this paragraph.

5.7 Notification of Board and District Meetings

The President of the Association shall be provided a copy of the agenda of each regular and special meeting of the Board at the time the notice of the meeting is given to the public.

5.8 Distribution of Board Minutes

A copy of the minutes of the open session portions of all regular and special Board meetings shall be made available to the Association President promptly following their approval.

5.9 Teacher Policy Handbook

Two sets of the Teacher Policy Handbook shall be provided for each school throughout the District, and four sets shall also be provided for the Association. Changes in the Teacher Policy Handbook shall be furnished to the Association President within ten (10) days after final administrative or Board approval, whichever is last to occur.

5.10 Distribution of Contract

Upon ratification of the Agreement, the District will provide the Association with copies of this Agreement so that the Association can distribute such copies to the teachers covered by this Agreement. The District shall issue a copy of the Agreement to newly employed teachers at the time of their orientation.

5.11 Bulletin Board

The Association shall be provided reasonable space on one bulletin board per school for the posting of official Association notices and materials.

5.12 Association Leave

The Association President or designee shall be allowed up to ten (10) school days of non-accumulative leave in the aggregate in any school year, with pay, to conduct Association business. The leave shall be taken in one-half or full day increments. No teacher may use more than five (5) school days of Association business leave in any school year. The Association shall reimburse the Board for the full cost of the substitutes employed to replace the teacher(s) on Association leave. At least two (2) weeks notice shall be given in writing to the Superintendent of leave to be used for out-of-district conferences. At least two (2) days notice shall be given in writing to the Superintendent of leave to be used for in-district purposes, except in emergency situations.

5.13 Safety

A teacher who encounters a condition in school facilities, such as mold or air quality, which is likely to endanger the health or safety of users of the facility shall promptly report the condition to the teacher's supervisor or building principal. The supervisor or principal shall promptly investigate the reported condition and inform the teacher of the action, if any, to be taken in response to the teacher's report.

ARTICLE VI - INSURANCE

6.1 Health Insurance

1. Plan Options

The Board will provide options for comprehensive group medical/hospitalization insurance.

Options to be offered include:

- A Participating Provider Option (PPO) plan which provides two benefit levels for hospital-related services and doctors, with higher benefits for hospitals and doctors in the network.
- A Participating Provider Option (PPO) plan which allows participants to use their choice of doctors but provides two benefit levels for hospital related services, with higher benefits for hospitals in the network.
- A Health Maintenance Organization (HMO) which requires participants to manage their health care through a primary care physician and provides first dollar coverage for most services.

2. Eligibility and Cost Sharing

Membership in the group insurance plan is optional and teachers may elect to participate:

- If a full-time teacher elects to participate in the group health insurance plan, the Board will pay the following percentage of the premium:

<u>Plan</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
Doctor/Hospital PPO	80%	70%
Hospital only PPO	70%	70%
HMO	80%	70%

- Family coverage extends to those with domestic partners.
- Teachers who work at least one-half time throughout the school year will be eligible to participate in the group health insurance plan, in accordance with proration of benefits described in Section 8.1 of this Agreement.

Participating teachers will authorize the District to make payroll deductions for their share of the premium cost.

3. Continuation of Coverage

a. Leave of Absence

Teachers on extended personal leaves, in accord with Section 7.4 of this Agreement, may elect to retain their group membership at the time the leave is granted for the duration of the leave. The teacher is responsible for payment of the full premium to the District in advance. This continuation of coverage includes the COBRA continuation period.

b. Medical/Disability Leave

Teachers absent from the District due to a leave covered under the Family and Medical Leave Act, in accord with Section 7.2 of this Agreement, may elect to continue group coverage if they reimburse the District in advance for the teacher's share of the premium.

Teachers absent from the District for reasons of extended temporary disability, in accord with Section 7.3 of this Agreement, will be entitled to retain group coverage provided they reimburse the District for the teacher's share of the premium.

c. Retirement

The retired teacher must be at least 55 years of age and eligible for retirement benefits under Section 10.5 of this Agreement. The retiree is responsible for paying 100% of the premium for single or family coverage in advance. The teacher must apply for this coverage prior to leaving service with District 68. Inclusion in District 68's group plan would terminate the earlier of when the teacher became eligible for Medicare/Medicaid or 10 years after retirement. Retirees currently participating in the District health insurance program including the Medicare/Medicaid supplement will be eligible to remain in the program.

6.2 Dental Insurance

The Board shall make available a group dental insurance plan. The plan shall pay, to a total annual \$1,500 limit per individual, the usual and customary costs of diagnostic and preventive treatments, and after a \$50 annual deduction, 85% of basic treatments for the preservation of natural teeth and 60% of major treatments and replacements. The plan shall also pay 50% of orthodontic costs for dependents under 19 years of age, after a \$100 lifetime deductible to a lifetime limit of \$1,000.

If a regular, full-time teacher elects to participate in the group dental insurance plan, the Board shall pay 60% of the premium costs; for part-time teachers the Board shall pay a lesser proportion as outlined in Section 8.1 of this Agreement.

Teachers absent from the District due to a leave covered under the Family and Medical Leave Act (in accordance with Section 7.2 of this Agreement) shall be entitled to continue group coverage if they reimburse the District in advance for pro rata costs.

6.3 Group Term Life Insurance

The Board shall make available group term life insurance in an amount equal to the teacher's annual salary rounded up to the next even thousand but not less than \$5,000 to those teachers eligible for fringe benefits who elect such coverage. If a regular, full-time teacher elects to participate in the group term life insurance plan, the Board shall pay 60% of the premium costs; for part-time teachers the Board shall pay a lesser proportion as outlined in Section 8.1 of this Agreement.

6.4 Long Term Disability Insurance

The Board shall make available, to those teachers eligible for fringe benefits, long-term disability insurance that pays 70% of the teacher's present gross salary in conjunction with any other group disability benefit coverage, or 60% if not coordinated with another group disability program. Benefits are available after a disability that uses all sick leave credit, but not sooner than 30 calendar days after the start of the disability. If a regular, full-time teacher elects to participate in the long-term disability insurance plan, the Board shall pay 60% of the premium costs; for part-time teachers, the Board shall pay a lesser proportion as outlined in Section 8.1 of this Agreement.

6.5 Health and Dental Insurance Continuation

Federal law, commonly known as COBRA, provides for the continuation, at employee expense, of health and dental insurance benefits in certain circumstances after termination or retirement from employment. The law also requires that specific notice about these rights be given individually upon termination of employment. To facilitate awareness, the Board shall provide teachers with a summary of their COBRA rights upon termination of employment.

ARTICLE VII LEAVES

7.1 Absences from School

1. Personal Illness. In instances of absence from duty because of bona fide illness, full pay for sick leave will be granted at the annual rate of one day for each month of regular full-time employment for a fiscal year. At the beginning of each person's assignment for a school year, the sick leave days for the current year will be added to the unused leave days accumulated from prior years.

Upon completion of 20 years in the District, teachers will be granted 5 additional sick days for each year of prior service. Beginning with the 21st year of service, 15 days of sick leave will be granted each year. Teachers with less than 20 years will be credited with 5 additional sick days for each year of prior service at the time the Board acts upon their retirement under Section 10.5. Teachers with at least 20 years of service in the District shall be granted 90 additional sick leave days at the time the Board acts on their retirement under Section 10.5. The number of days granted will not, in any event, exceed the number which the Illinois Teachers' Retirement System will recognize as available for creditable service purposes.

Teachers joining at mid-term or mid-year will be credited with a pro rata share of sick leave based upon the remaining time left in the school term. Fractions of days so computed will be rounded off to the nearest whole number.

When a teacher is absent for three days or more, he/she may be required, at the discretion of the appropriate administrator, to furnish evidence at the teacher's expense from a qualified physician or practitioner that such leave was for valid reasons. Nothing in this paragraph diminishes the Board's rights under the School Code to require health examinations and reports at its expense.

Teachers shall annually receive a written report showing the number of sick leave days credited, deducted and accumulated. There is no limit on the number of days that may be accumulated.

Teachers who carry long-term disability insurance may advance on sick leave. Up to 15 days may be advanced for teachers with two years or less service, and up to 10 days for teachers with more than two years service. However, advanced sick leave shall also be limited to the period prior to the date when the teacher becomes eligible for long-term disability insurance (on the thirty-first calendar day following the onset of his illness). The Superintendent may require evidence of illness prior to the approval of advanced sick leave. Should a teacher resign from the District with a sick leave deficit on account of an advance, the amount of such leave shall be deducted from salary.

Upon resumption of duty, sick leave used for a verified catastrophic illness or accident which required 20 or more consecutive sick days will be returned to the teacher's sick leave account. Family illness is to be returned at one-half the credit of

personal illness. This sick leave return benefit may be used to return up to a maximum 90 sick leave days during the teacher's career in the District beginning with absences occurring after July 1, 2003. Any of these days not returned shall be added to the 90 additional sick leave days available under the second paragraph of this section 7.1.1

Pay deductions for absences in excess of available days shall be made on the basis of the teacher's daily rate.

2. Family Illness. Leave shall be granted to eligible teachers for reasons of serious illness or death in the immediate family. Paid leave and time granted are not to be used to provide childcare or healthcare which would enable the primary care givers of the sick family member to be at work. Immediate family means parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law and legal guardians.

Leave granted under this section shall be deducted from the teacher's sick leave and shall be limited to a reasonable period of time until other care arrangements can be made. The teacher may be requested by the appropriate administrator to demonstrate evidence of need. All leave granted under this policy is subject to review by the teacher's supervising administrator and approval of the Superintendent.

3. Bereavement. Five days bereavement leave will be allowed for the absence of a teacher due to the death of someone very close to the teacher. Such days, if used, shall not be deducted from accumulated sick leave.
4. Business Leave. For business which cannot be conducted on other than a school day, personal business leave will be allowed: one day annually for teachers with less than two consecutive and complete school years of service to District 68 or two days annually for teachers with more than two such years of service. Personal business which cannot be conducted on other than a school day would include, but not be limited to, the following situations:
 - a. Legal business, such as court proceedings
 - b. Unexpected happenings, such as emergencies at home
 - c. Family ceremonies, such as weddings and graduations of teacher or immediate family members
 - d. Pressing business appointments scheduled by others, such as moving dates, or house closings
 - e. Bereavement not covered under family illness.

A leave request form shall be submitted to the appropriate administrator at least two school days in advance of the leave, except in emergency situations for which the request must be submitted in writing to the administrator as soon as reasonably possible. Personal business leave will not be granted during the first or last week of school or on work days immediately preceding or following a school holiday or recess except in emergency situations for which the administrator may require an

explanation. At the end of the teacher's work-year, unused business days will be added to accumulated unused sick leave.

5. Religious Observance. When established religious holidays fall on regular working days, affected teachers shall be excused for religious observance.

Deductions from pay or sick leave shall not be made for absence due to this reason. All such persons anticipating such absences shall inform the appropriate administrator.

6. Jury Duty. Leave of absence will be granted to a teacher who is summoned for jury duty. A teacher serving on a jury will be paid at the normal rate of pay. Reimbursement will be made to District 68 of the per-diem payment and expense allowance received for jury service, less transportation and meal expenses to the extent of District guidelines for travel reimbursement.
7. Absence from Summer School. On those days summer school is in session, summer school personnel who have been employed during the previous school year may use up to 2 days of sick leave from the regular accrued sick leave by charging one-half day for each summer school day's absence due to illness.
8. Birth/Adoption Leave: For mothers, fathers or adopting parents, the Board will provide up to five days non-disability leave at full compensation immediately following the birth or adoption of a child in compliance with the Family and Medical Leave Act without deduction from accumulated sick leave. This benefit is in addition to the benefits provided in section 7.2.

7.2 Family and Medical Leave

A full-time teacher with at least one year of experience in District 68 is eligible for up to 12 weeks per year of unpaid leave for the following reasons:

- Child adoption or child care (must be within 12 months of birth or placement with teacher)
- Family illness of immediate family member (spouse, domestic partner, child or parent)
- Teacher illness

During the period of family and medical leave, teachers may continue health and dental insurance benefits if they reimburse the District in advance for any pro rata costs of applicable benefits for which they apply.

A teacher may substitute business leave or accumulated sick leave for all or a portion of this unpaid leave if the teacher's situation meets the requirements of personal or family illness as described in Section 7.1 of this Agreement.

A teacher eligible for an Extended Personal Leave under Section 7.4 of this Agreement may incorporate an approved Family Medical Leave into that Personal Leave.

7.3 Temporary Disability Absence, Permanent Disability and Termination of Employment

After a tenured teacher has exhausted all sick leave and continues to be unable to perform his/her job assignment because of health conditions, the teacher will be on unpaid, extended temporary disability absence for a maximum of the remainder of the school year and one school year thereafter. If, upon exhaustion of this extended temporary disability absence, the teacher is found by the Superintendent to be unable to return to work, the teacher shall be classified as permanently disabled and employment status shall be terminated.

Disability is defined as that condition in which a teacher is incapacitated because of ill health or for any other reason is physically or mentally unfit for performance of his/her duties. Determination of such disability shall rest with the Superintendent; however, the Superintendent may at his/her discretion require the teacher to submit medical reports as to the extent of the disability, and provide access to documents about the disability status from the Teachers' Retirement System. In addition, the Superintendent may require independent verification from two District-designated physicians.

After the Superintendent determines that a teacher on disability is able to return to the former job assignment, the teacher will resume regular employment and payroll status. Although the initial reassignment may be to a temporary job classification, return to a job classification similar to that held before disability status is to be scheduled as soon as possible with a view of maintaining effective service in the position.

Health insurance benefits during disability shall follow the provisions of Section 6.1 of this Agreement. Access to the District term life insurance premium shall be provided in accord with Section 6.3 of this Agreement. The disabled teacher pays 100% of the premium for the first six months of the disability. The premium is waived by the insurance company for any subsequent period.

7.4 Temporary and Extended Personal Absence Leaves

1. Temporary Personal Absence Leave

A teacher may request temporary personal absence leave without pay for personal circumstances not otherwise described in the District's leave provisions covered in Section 7.1 of this Agreement. Such temporary personal leave for a reasonable period of time, usually for a day or several days, may be granted by the Superintendent with the prior approval of the appropriate administrator. To ensure continuity of the educational program, non-emergency related leaves will be approved only for unique, rare and non-recurring circumstances. Leave adjacent to school holidays or recesses shall not be granted except in emergency situations.

Requests for leave under this section must be submitted in writing to the Superintendent not less than 10 school days in advance of the leave, except in emergencies when the request shall be submitted as soon as possible. Nothing requires the Superintendent or Board to grant this type of leave and any grant is not precedential.

2. **Extended Personal Absence Leave**

Extended leaves of absence without pay may be granted to tenured teachers upon the recommendation of the Superintendent and the approval of the Board. Such leaves may be for a period of one month up to one and one-half years. Leave must be requested in writing to the Superintendent at least 90 days in advance of the leave.

A leave of less than one-half a year that terminates before or at the end of the school year is considered as one leave. This leave may be extended up through the end of the following year and will still count as one leave. A leave of one-half year or more that ends on the school year is considered as one leave.

The beginning and ending dates for extended personal absence leaves shall be determined by the Superintendent after consultation with the teacher and the program appropriate administrator. For a teacher's leave, the interest of the pupils in having regular and complete teaching service shall be paramount in the establishment of this date. Extended leave for teachers (a) shall end at the end of the school year, and (b) usually will not be granted in the middle of a school year. Nothing requires the Board to grant this type of leave and any grant is not precedential.

Leaves may be granted for such reasons as:

- a. Child adoption or child care
- b. Family affairs
- c. Health and hardship
- d. Other reasons at the discretion of the Superintendent and the Board wherein the pupils' interests are well served during the leave period.

Teachers on such leaves may continue insurance benefits at their cost for the full premium. Teachers will not advance on the salary schedule while on approved leave of absence without pay nor will they earn sick leave, but will have access to unused accumulated sick leave upon regaining status.

For seniority purposes other than salary, experience will accumulate during such extended personal absence leaves at the proportion of employment in effect at the time the leave is granted.

7.5 Partial Leave for Tenured Teachers with Annual Renewal

- a. Upon mutual agreement and where pupils' interest will be well served, a tenured teacher may be granted partial leave along with a part-time assignment without loss of tenure. Such leaves shall be for a period of one school year and shall be annually renewable by mutual agreement. When on such leave, the teacher shall be eligible for Board subsidy of fringe benefits accorded to a full-time tenured teacher, except that sick leave and business leave will accumulate on a part-time basis. Salary experience will accumulate at the part-time rate.
- b. One full year of experience for seniority purposes other than salary shall be credited for each year of partial teaching service when combined with partial leave to provide the equivalent of a full-time assignment.
- c. Teachers may make job sharing proposals under this section for consideration by the Superintendent, and if recommended by the Superintendent, by the Board.
- d. Nothing requires the Board to grant this leave and any grant is not precedential.

7.6 Reduction in Force

- A. When the Board deems it necessary to undertake a reduction-in-force of tenured teachers, the Board shall give the Association President written notice of such determination at least twenty (20) days before the Board takes final action on such reduction and provide the President or designee the opportunity to discuss the reduction with the Administration and present the views of the Association.

Tenured teachers dismissed as a result of a reduction-in-force and entitled to recall pursuant to Section 24-12 of the Illinois School Code shall be notified of recall by certified mail, return receipt requested, to the teacher at the last known address contained in the teacher's personnel file. A copy of all such recall notices shall be sent to the Association President by the same method. Failure of the teacher to respond to the recall notice within fifteen (15) days of deposit in the mail, as provided above, shall automatically terminate the teacher's right of recall.

- B. The reduction in force of tenured teachers shall be on the basis of seniority and qualifications as provided by law. However, where two or more tenured teachers are subject to reduction-in-force and have equal seniority and qualifications the following criteria shall be applied in descending order to break any ties:
 1. Teaching experience in the subject matter of the remaining positions.
 2. Highest placement attained on the salary schedule.
 3. Date of action by the Board to hire.
 4. By lot as determined by the President of the Association and a designee of the Superintendent.

- C. Tenured teachers reduced to less than full time service as a part of a reduction-in-force shall retain their tenure and accrue seniority on a pro-rata basis. Acceptance of part-time employment by such teachers shall in no way affect their rights to return to a full-time position.

7.7 Employment and Benefit Status of Reinstated Personnel

Tenured teachers honorably discharged due to a decrease in the number of positions and reinstated within one school term following completion of service will resume contractual continued service (tenure) status under the provisions of Section 24-12 of the *Illinois School Code*. Such teachers shall also be credited with sick leave benefits and salary placement accrued prior to dismissal. Sick leave benefits and salary placement will be restored in the event of reinstatement on non-tenure status within two school years following the expiration of the period during which tenured reinstatement is provided by law.

Non-tenured teachers who are discharged in good standing or who resign due to birth or adoption of a child, and who are rehired within two school years, shall receive salary lane placement and the accumulated sick leave that they had at the time of discharge or resignation.

ARTICLE VIII WORKING CONDITIONS

8.1 Temporary and Part-Time Personnel

Teachers assigned half-time or more shall be subject to all policies and procedures governing full-time employment, except as modified by the provisions of this Agreement. Salary shall be prorated based on the percentage of a full time assignment worked. For part-time teachers, the proportion of full-time scheduled salaries paid shall be used to determine the percentage of benefits for which the teacher is eligible.

<u>Teacher's Proportion Of Full-Time Salary</u>	<u>% of full time Board subsidy for health, dental, life and disability insurance benefits</u>
50%	65%
62%	85%
75%	100%

The following fringe benefits are available to all teachers prorated according to average daily hours:

- a. Sick leave
- b. Personal business leave

8.2 School Day

- A. Teachers shall devote sufficient time to meet their professional responsibilities. Meetings of District and building committees on which teachers voluntarily serve, special education student periodic reviews and special education staffings may extend beyond the normal teacher workday as part of their professional responsibilities. In addition, music concerts, eighth grade graduation and parent meetings may extend beyond the normal teacher workday as part of their professional responsibilities.
- B. For K-5 teachers, the normal teacher workday at school will be from 8:30 a.m. to 4:00 p.m. on Mondays and from 8:30 a.m. to 3:30 p.m. on Tuesdays through Fridays. For 6-8 teachers, the normal teacher workday at school will be from 8:20 a.m. to 4:00 p.m. on Mondays and from 8:20 a.m. to 3:25 p.m. on Tuesdays through Fridays.
- C. Any required meetings beyond those considered part of a teacher's professional responsibilities which extend beyond the normal teacher workday shall be compensated at the curriculum stipend rate.
- D. Teachers (K-8) shall be required to attend one evening Open House and to participate in designated Parent Conferences as part of their professional responsibilities. Teachers conducting evening parent conferences shall be given a compensatory half-day off on a parent conference day.

- E. Teachers (6-8) may be required to provide one night of evening supervision per year as part of their professional responsibilities. Teachers (6-8) may be required to provide bus supervision for which the Supervision stipend will be paid.
- F. All teachers shall have a duty free lunch period equivalent to the student lunch period but no less than 40 minutes. Teachers shall have discretion over their lunch period including leaving the building during the lunch period provided they notify the school office of their departure.

8.3 Calendar

The school calendar shall consist of 185 days including five (5) emergency days, one of which will be used as a Record's Day if not needed as an emergency day. There shall be no meetings scheduled on the two (2) Mondays prior to a scheduled conference period.

8.4 Class Size

The Board acknowledges the interest of teachers in the maintenance of reasonable class size consistent with the financial and physical resources of the District. Concerns with class size or make-up shall be discussed by the teacher with the building principal. In considering such concerns, the importance of maintaining the lowest teacher/pupil ratio at the K-2 grade levels, next at the 3-5 grade levels and then at the 6-8 grade levels should be recognized.

8.5 Planning Time

- A. Full-time K-5 teachers shall be provided a minimum of 180 minutes of aggregate individual planning time during a regular school week. Full-time 6-8 teachers shall be provided a minimum of 200 minutes of aggregate individual planning time during a regular school week. The Administration shall make a good faith effort to avoid infringing upon the teacher's individual preparation time to allow teachers to use such time to plan.
- B. Part-time teachers shall be entitled to pro-rated individual planning time per week.
- C. If the Administration is unable to obtain a substitute, teachers may voluntarily substitute for the absent teacher during their planning time. Grades 6-8 teachers who substitute during their planning time will be compensated at the curriculum stipend rate for the amount of time they substitute.

8.6 Assignment and Transfer of Teachers

It shall be the responsibility of the Superintendent to assign, or transfer, teachers to positions within the school system in which the Superintendent feels they can render the greatest service to the system. In doing so, the following procedures shall be observed:

- a. Vacancies in teaching positions will be announced or posted for at least seven (7) days before a final decision is made on the selection of the person to fill the vacancy, unless a shorter period is necessary to fill the vacancy to minimize disruption of the delivery of educational services to students. Vacancy notices will be announced in the District's electronic staff newsletter during the school term and, during the summer recess, posted in the central administrative office. The Association President will be provided with a copy of each vacancy notice at the time of announcement or posting. Internal building reassignments are not considered vacancies and need not be posted.
- b. Teachers requesting transfers to vacant teaching positions must file a written transfer request with the person designated and within the time provided in the notice of vacancy. A written acknowledgement must be sent to the teacher that the proper administrator has received this request. If the principal chooses not to honor the teacher's request, the teacher may request a conference with the administrator to discuss the decision. An Association representative may accompany the teacher. If not given the transfer, and upon request after the conference, the teacher must be given a letter summarizing the reasons for denial.
- c. The Administration will consider all internal candidates who apply for any vacant teaching position for which they are qualified and internal candidates will be notified of the final decision concerning their application.
- d. Except in emergency situations, a building administrator or the Superintendent shall meet with any teacher proposed for an involuntary transfer at least fourteen (14) days before a final decision on the transfer. The administrator shall consider the opinions of the affected teacher as part of the transfer decision-making process and notify, in writing, the teacher of any decision to involuntarily transfer the teacher, with a summary of the reasons for doing so, if requested by the teacher. Any teacher who is involuntarily transferred may have a conference with the Superintendent or central administrative office designee to review the involuntary transfer decision.

ARTICLE IX SALARY

9.1 Salary, Teacher Benefits and Other Considerations

1. The Salary schedules for the 2003-04, 2004-05, 2005-06 and 2006-07 school years are attached as Appendices 1 through 4.
2. Credit for teaching experience prior to employment by School District 68 may be granted at the recommendation of the Superintendent. Such credit may be given on the basis of recent experience and quality of the teaching experience and may be credited up to 100%.
3. Credit for experience that falls into the general category of teaching, but is not commonly considered school teaching, will be given at the discretion of the Superintendent and the Board.
4. All college training must be acceptable toward a District-approved advanced degree program, or it must be approved for salary credit in advance by the Superintendent or designee if credit toward salary is to be given.
5. Credit for training is cumulative and salaries will be adjusted semi-annually, with full year credit earned for coursework completed by the first day of school and one-half year credit for coursework completed by January 31. All course completion or satisfaction of degree requirements must be verified by official university documents submitted to the personnel office.
6. Professional growth credit shall be awarded to teachers who engage in activities that enhance their competence as teachers, subject to the review and approval of credit applications by both the District Professional Growth Committee and the Superintendent.
7. Graduate study beyond the master's degree may be compensated at the rate of 2 teacher salary index points (an index point being .01 of the base BA salary) for each block of eight (semester hours) to a maximum of 8 index points (except for current teachers in the PhD lane who would be grandfathered at 16 index points). No more than 4 index points may be allowed for non-graduate training. All such credit shall be allowed only upon the recommendation of the Superintendent or designee.

9.2 Salary Checks and Deductions

Beginning with the applicable period of service, the annual salary of teachers shall be paid in bi-weekly installments over twelve months unless the person completes the work year in a shorter period of time. If the work year is completed within ten months, the teacher shall be given the option of being paid in bi-weekly installments from September through June or over twelve months.

Deductions shall include compulsory deductions for retirement, Social Security, Medicare, state and federal income taxes, and any other deductions required by law. No other salary deductions shall be made without the expressed written request of the teacher.

9.3 Payroll Deduction for Teacher Retirement

As a condition of employment of each certificated teacher who is eligible to participate in the Teachers' Retirement System, payments for certificated teachers shall be deducted from salary payments and made to the Teachers' Retirement System in the percentage amount required by Illinois law.

9.4 Extra Pay for Extra Work

The Board shall identify extra duties and activities necessary to an exemplary educational program. Compensation for such duties and activities shall be as shown in Appendix 5. When the activity is so designated, fully qualified volunteers shall be solicited first. If a fully qualified volunteer staff member cannot be found for the activity it shall be assigned to a suitably qualified teacher. Required service in this category shall be limited to two school years, subject to reassignment after a two school year break.

Teachers currently receiving leadership or coordinator stipends greater than those set forth in Appendix 5 will continue to receive the higher amount until such time as the scheduled stipend exceeds their current stipend.

ARTICLE X - BENEFITS

10.1 Health Care Expense Program

A Health Care Expense Program is available to District 68 teachers. The program includes premium conversion and a health care expense reimbursement account. Through this program, teachers may elect to have the cost of their District insurance premiums and up to \$4,000 per year in qualified health care expenses excluded from gross income for Medicare and income tax purposes.

The premium conversion portion of the program covers the teacher share of dental and health insurance (including HMOs) offered by the District.

The medical expense reimbursement account may be used only for those expenses allowable as tax deductions by the Internal Revenue Service (IRS). Any amount not so used shall revert to the District, as provided for in Federal regulations.

This program is subject to IRS non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

10.2 Dependent Care Assistance Program

The Board of Education shall make a Dependent Care Assistance Program available to teachers. Through this program, teachers may elect to have up to the lesser of \$5,000 (\$2,500 if married and filing separately) or maximum amount permitted under Section 129 of the Internal Revenue Code (IRC) per year deducted through a salary reduction agreement and exclude this amount from gross income for Medicare and income tax purposes. This money is to be used only to reimburse the teacher for dependent care expenses incurred under the program. Any amount not so used shall revert to the District, as provided for in Federal regulations.

This program is subject to the non-discrimination provisions of the Internal Revenue System (IRS) code. Therefore, if at any time the program does not meet these non-discrimination provisions, the amount deducted under the program may become subject to treatment under then-current IRS regulations.

10.3 Tax-Deferred Annuity

The Board shall make individual tax-deferred annuity plans available to the teachers of School District 68. The Board shall not recommend any specific company's individual annuity plan. At least 5 participating teachers are required before a company will be added.

All companies marketing tax-deferred annuity plans to a teacher shall provide plan information to the Business Office by completing forms and agreements to be supplied by the Business Office.

10.4 Tuition Assistance

The Board shall pay fees for tuition and workshops and accredited degree programs taken outside the regular work day which can be expected to enhance and improve the ability of professional personnel to serve the educational needs of the District. The Board shall pay 60% of the tuition for certificated tenured teachers engaged in accredited degree programs or other approved college courses, and for part-time faculty members with a minimum of four consecutive years of service and at least 50% contracts.

The Board will pay 100% tuition reimbursement for undergraduate and graduate courses for faculty members who are required by the District to take course work for retraining for full certification.

The Board shall pay registration fees required to receive credit for prescribed courses being pursued by all certificated tenured personnel. Textbook, material, miscellaneous graduation fees, health, library, recreation, parking, transportation and housing fees are not paid.

All requests for program assistance described above shall be submitted in advance and must be approved by the Superintendent or designee. Teachers who have received reimbursement shall be required to submit evidence of satisfactory completion of such courses and workshops before any additional tuition reimbursement will be authorized.

When a staff member does not render services for at least 120 working days after completion of a reimbursable workshop or college course, a refund shall be made by the staff member to the District as follows:

- 100% refund for service of less than 60 working days after workshop or course completion
- 50% refund for service of 61 to 120 working days after workshop or course completion

Staff members who become disabled or leave employment at the initiative of the District shall not be required to return tuition payments.

Faculty who are awarded tuition waivers for supervising student teachers may apply those waivers toward payment of their personal tuition costs. In the event that the faculty member chooses not to use the waiver, the waiver will be forwarded to the Association representative responsible for administering the dispersal of vouchers.

10.5 Retirement Benefits for Certificated Personnel

1. To be eligible for any benefits under this section, a teacher must have completed at least the equivalent of fifteen (15) years of full-time active service to the District, of which the last eight (8) years must be continuous on either a full or part-time basis, and must begin drawing retirement benefits from TRS within six months of retirement from District 68. A faculty member must notify the Superintendent of retirement, in writing, by February 1 prior to the end of the last year of employment.
2. The Board shall pay the teacher a retirement bonus of 132.67% of BA Step 1 in his/her year of retirement. This bonus will be pro-rated for part-time employees based upon their highest full-time equivalency during their final three years of employment.
3. A teacher may elect to receive the retirement bonus over a period of up to three years prior to retirement by irrevocable written notification to the Superintendent of his/her intention to retire. Notification must be received in writing by May 1 to include a portion of the retirement bonus in that fiscal year's salary. Any dollars not paid prior to retirement are paid the following year.
4. An employee retired under the provisions of this policy shall have access to the District 68 health insurance program at 100% of their cost as provided in Section 6.1.3c.
5. The benefits of this section will be available to any qualifying teacher who makes application no later than February 1, 2007, even if the teachers retires after the expiration date of this agreement and the corresponding benefits in the successor agreement are increased or decreased.

10.6 Workers' Compensation

All work related injuries must be reported to the person designated by the Superintendent. A teacher receiving workers' compensation temporary total disability payments shall retain the check from the Board's insurer for such benefits. If the teacher has available sick leave, the Board shall pay the teacher one-third of the teacher's regular salary amount per work day of absence and charge the teacher's sick leave one-third of a day.

ARTICLE XI - EVALUATION

The Board and the Association agree that the teacher evaluation plan is primarily designed to improve teacher performance and, thereby, student achievement. An essential element of the teacher evaluation plan is to promote professional growth and lifelong learning based on a positive, collaborative approach among educational staff members, administrators and other professionals within the School District. To help achieve these goals, the teacher evaluation plan should be revised and updated periodically.

During the term of this Agreement, a joint committee will review and evaluate the existing teacher evaluation plan under Article 24A of the Illinois School Code. The committee shall be composed of twelve members, six members to be appointed by the Superintendent and six members to be appointed by the Association president. The committee shall strive to reach consensus on all issues in a manner similar to that of previous evaluation plan committees. Where a majority of the committee is unable to agree on changes to the teacher evaluation plan, the Board and the Association will negotiate procedural changes. If agreement is not reached on procedural changes after good faith negotiations to impasse, the Board may implement the changes. Substantive changes may be made by the Board after input from the Committee. All changes are subject to final approval by the Board.

ARTICLE XII - EFFECT OF AGREEMENT

12.1 No Strike

During the term of this Agreement, neither the Association nor any teacher will instigate or participate in any strike, sympathy strike, picketing or other concerted activity which interrupts the operations of the District.

12.2 Understanding

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. This Agreement shall constitute a binding obligation of both the Board and the Association and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of these parties in a written and signed amendment to this agreement. The Board shall not change any express term or condition contained in this Agreement without negotiating the change with the Association.

ARTICLE XIII - DURATION OF AGREEMENT

This agreement shall commence on November 4, 2003 and terminate at the close of the day before the start of the 2007-08 school term, except that the salary schedule in Appendix 1, the stipends in Appendix 5 and tuition reimbursement in Section 10.4 shall be retroactive to the start of the 2003-2004 school term and the insurance changes will take effect with open enrollment in November 2003 (December 2003 premium deduction for January 2004 coverage).

Board of Education

Education Association

Eileen Valfer
Board of Education President

Carolyn Brooks
Education Association President

Attest: _____
Beth Millard
Board Secretary

Date

Date

APPENDIX 1 - TEACHERS' SALARY SCHEDULE 2003-04

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	37,341	39,208	41,822	42,569	43,316	44,062	44,809
2	38,461	40,328	43,316	44,062	44,809	45,556	46,303
3	40,328	41,822	45,183	45,929	46,676	47,423	48,170
4	42,195	43,689	47,050	47,796	48,543	49,290	50,037
5	44,062	45,556	48,917	49,664	50,410	51,157	51,904
6	45,556	47,423	51,157	51,904	52,651	53,398	54,144
7	47,423	48,917	53,398	54,144	54,891	55,638	56,385
8	48,917	50,410	55,638	56,385	57,132	57,879	58,625
9	50,037	51,904	57,879	58,625	59,372	60,119	60,866
10	51,157	53,024	60,119	60,866	61,613	62,359	63,106
11	52,277	54,144	62,359	63,106	63,853	64,600	65,347
12	53,398	55,265	64,600	65,347	66,094	66,840	67,587
13	54,144	56,385	66,840	67,587	68,334	69,081	69,828
14	54,891	57,505	69,081	69,828	70,574	71,321	72,068
15	55,265	58,625	71,695	72,442	73,188	73,935	74,682
16	55,638	59,185	72,442	73,188	73,935	74,682	75,429
17	56,012	59,746	73,188	73,935	74,682	75,429	76,176
18	56,385	60,306	73,935	74,682	75,429	76,176	76,922
19	56,758	60,866	74,682	75,429	76,176	76,922	77,669
20	57,132	61,426	75,429	76,176	76,922	77,669	78,416
21	57,505	61,986	76,176	76,922	77,669	78,416	79,163
22	57,879	62,546	76,922	77,669	78,416	79,163	79,910
23	58,252	63,106	77,669	78,416	79,163	79,910	80,657
24	58,625	63,666	78,416	79,163	79,910	80,657	81,403
25	58,999	64,227	79,163	79,910	80,657	81,403	82,150
26	59,372	64,787	79,910	80,657	81,403	82,150	82,897
27	59,746	65,347	80,657	81,403	82,150	82,897	83,644
28	60,119	65,907	81,403	82,150	82,897	83,644	84,391
29	60,492	66,467	82,150	82,897	83,644	84,391	85,137
30	60,866	67,027	82,897	83,644	84,391	85,137	85,884

APPENDIX 2 - TEACHERS' SALARY SCHEDULE 2004-05

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	38,555	40,483	43,182	43,953	44,724	45,495	46,266
2	39,712	41,639	44,724	45,495	46,266	47,037	47,808
3	41,639	43,182	46,652	47,423	48,194	48,965	49,736
4	43,567	45,109	48,579	49,350	50,122	50,893	51,664
5	45,495	47,037	50,507	51,278	52,049	52,820	53,591
6	47,037	48,965	52,820	53,591	54,363	55,134	55,905
7	48,965	50,507	55,134	55,905	56,676	57,447	58,218
8	50,507	52,049	57,447	58,218	58,989	59,760	60,531
9	51,664	53,591	59,760	60,531	61,302	62,074	62,845
10	52,820	54,748	62,074	62,845	63,616	64,387	65,158
11	53,977	55,905	64,387	65,158	65,929	66,700	67,471
12	55,134	57,061	66,700	67,471	68,242	69,013	69,785
13	55,905	58,218	69,013	69,785	70,556	71,327	72,098
14	56,676	59,375	71,327	72,098	72,869	73,640	74,411
15	57,061	60,531	74,026	74,797	75,568	76,339	77,110
16	57,447	61,110	74,797	75,568	76,339	77,110	77,881
17	57,833	61,688	75,568	76,339	77,110	77,881	78,652
18	58,218	62,266	76,339	77,110	77,881	78,652	79,423
19	58,604	62,845	77,110	77,881	78,652	79,423	80,194
20	58,989	63,423	77,881	78,652	79,423	80,194	80,966
21	59,375	64,001	78,652	79,423	80,194	80,966	81,737
22	59,760	64,580	79,423	80,194	80,966	81,737	82,508
23	60,146	65,158	80,194	80,966	81,737	82,508	83,279
24	60,531	65,736	80,966	81,737	82,508	83,279	84,050
25	60,917	66,315	81,737	82,508	83,279	84,050	84,821
26	61,302	66,893	82,508	83,279	84,050	84,821	85,592
27	61,688	67,471	83,279	84,050	84,821	85,592	86,363
28	62,074	68,050	84,050	84,821	85,592	86,363	87,134
29	62,459	68,628	84,821	85,592	86,363	87,134	87,905
30	62,845	69,206	85,592	86,363	87,134	87,905	88,677

APPENDIX 3 - TEACHERS' SALARY SCHEDULE 2005-06

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	39,808	41,798	44,585	45,381	46,177	46,973	47,770
2	41,002	42,993	46,177	46,973	47,770	48,566	49,362
3	42,993	44,585	48,168	48,964	49,760	50,556	51,352
4	44,983	46,575	50,158	50,954	51,750	52,547	53,343
5	46,973	48,566	52,148	52,945	53,741	54,537	55,333
6	48,566	50,556	54,537	55,333	56,129	56,925	57,722
7	50,556	52,148	56,925	57,722	58,518	59,314	60,110
8	52,148	53,741	59,314	60,110	60,906	61,702	62,499
9	53,343	55,333	61,702	62,499	63,295	64,091	64,887
10	54,537	56,527	64,091	64,887	65,683	66,479	67,276
11	55,731	57,722	66,479	67,276	68,072	68,868	69,664
12	56,925	58,916	68,868	69,664	70,460	71,256	72,052
13	57,722	60,110	71,256	72,052	72,849	73,645	74,441
14	58,518	61,304	73,645	74,441	75,237	76,033	76,829
15	58,916	62,499	76,431	77,228	78,024	78,820	79,616
16	59,314	63,096	77,228	78,024	78,820	79,616	80,412
17	59,712	63,693	78,024	78,820	79,616	80,412	81,208
18	60,110	64,290	78,820	79,616	80,412	81,208	82,004
19	60,508	64,887	79,616	80,412	81,208	82,004	82,801
20	60,906	65,484	80,412	81,208	82,004	82,801	83,597
21	61,304	66,081	81,208	82,004	82,801	83,597	84,393
22	61,702	66,678	82,004	82,801	83,597	84,393	85,189
23	62,100	67,276	82,801	83,597	84,393	85,189	85,985
24	62,499	67,873	83,597	84,393	85,189	85,985	86,781
25	62,897	68,470	84,393	85,189	85,985	86,781	87,578
26	63,295	69,067	85,189	85,985	86,781	87,578	88,374
27	63,693	69,664	85,985	86,781	87,578	88,374	89,170
28	64,091	70,261	86,781	87,578	88,374	89,170	89,966
29	64,489	70,858	87,578	88,374	89,170	89,966	90,762
30	64,887	71,455	88,374	89,170	89,966	90,762	91,558

APPENDIX 4 - TEACHERS' SALARY SCHEDULE 2006-07

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
Steps	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	41,102	43,157	46,034	46,856	47,678	48,500	49,322
2	42,335	44,390	47,678	48,500	49,322	50,144	50,966
3	44,390	46,034	49,733	50,555	51,378	52,200	53,022
4	46,445	48,089	51,789	52,611	53,433	54,255	55,077
5	48,500	50,144	53,844	54,666	55,488	56,310	57,132
6	50,144	52,200	56,310	57,132	57,954	58,776	59,598
7	52,200	53,844	58,776	59,598	60,420	61,242	62,064
8	53,844	55,488	61,242	62,064	62,886	63,708	64,530
9	55,077	57,132	63,708	64,530	65,352	66,174	66,996
10	56,310	58,365	66,174	66,996	67,818	68,640	69,462
11	57,543	59,598	68,640	69,462	70,284	71,106	71,929
12	58,776	60,831	71,106	71,929	72,751	73,573	74,395
13	59,598	62,064	73,573	74,395	75,217	76,039	76,861
14	60,420	63,297	76,039	76,861	77,683	78,505	79,327
15	60,831	64,530	78,916	79,738	80,560	81,382	82,204
16	61,242	65,147	79,738	80,560	81,382	82,204	83,026
17	61,653	65,763	80,560	81,382	82,204	83,026	83,848
18	62,064	66,380	81,382	82,204	83,026	83,848	84,670
19	62,475	66,996	82,204	83,026	83,848	84,670	85,492
20	62,886	67,613	83,026	83,848	84,670	85,492	86,314
21	63,297	68,229	83,848	84,670	85,492	86,314	87,136
22	63,708	68,846	84,670	85,492	86,314	87,136	87,958
23	64,119	69,462	85,492	86,314	87,136	87,958	88,780
24	64,530	70,079	86,314	87,136	87,958	88,780	89,602
25	64,941	70,695	87,136	87,958	88,780	89,602	90,424
26	65,352	71,312	87,958	88,780	89,602	90,424	91,246
27	65,763	71,929	88,780	89,602	90,424	91,246	92,068
28	66,174	72,545	89,602	90,424	91,246	92,068	92,891
29	66,585	73,162	90,424	91,246	92,068	92,891	93,713
30	66,996	73,778	91,246	92,068	92,891	93,713	94,535

APPENDIX 5 - EXTRA DUTY STIPENDS

Leadership Stipends	2003-04	2004-05	2005-06	2006-07
Elementary Subject Coordinators	\$1,450	\$1,497	\$1,546	\$1,596
Junior High Team Leaders	4,110	4,244	4,382	4,524
Department Chairs - Academic Core	3,050	3,149	3,251	3,357
Department Chairs - Other	1,525	1,575	1,626	1,679
District Specials Coordinators (a)	1,825	1,884	1,945	2,008
Activity Stipends				
Sports				
Volleyball	970	1,002	1,035	1,069
Basketball	1,940	2,003	2,068	2,135
Soccer	1,375	1,420	1,466	1,514
Track & Field	410	423	437	451
Cheerleading	970	1,002	1,035	1,069
Intramurals - OOJH	3,060	3,159	3,262	3,368
K-5 After School Sports	3,060	3,159	3,262	3,368
Elementary Activities				
Outdoor Education Teacher	510	527	544	562
OOJH Activities				
6th Grade Play (split by teachers)	1,325	1,368	1,412	1,458
All School Play (split by teachers)	3,440	3,552	3,667	3,786
Student Publication	1,425	1,471	1,519	1,568
Science Olympiad Coordinator	400	413	426	440
Science Olympiad (per event)	150	155	160	165
Snowflake Coordinator	2,000	2,065	2,132	2,201
Snowflake Teacher	205	212	219	226
Student Leaders	1,225	1,265	1,306	1,348
Yearbook Editor	1,530	1,580	1,631	1,684
Other Activities (per unit)*	200	207	214	221
Hourly Work				
Curriculum development, staff development meetings	27.00	27.50	28.00	28.50
Supervision, other (b)	25.00	25.00	25.00	25.00

* A unit is an activity or club that meets once per week for one quarter (minimum 8 times)

- (a) District Specials Coordinators include the K-8 Physical Education Coordinator, K-8 General Music Coordinator, Gifted Education Program Coordinator and Instrumental Music Coordinator.
- (b) The category “Supervision, other” includes lunch/recess supervision (except for indoor recess), after school at-risk study hall supervision, morning supervision at OOJH, computer lab supervision, bus supervision at OOJH, all-school detention supervision and any required evening supervision beyond the one (1) included in Section 8.2 of this Agreement.